



## Human Resources

DATE POSTED: May 19, 2006

REQ. # 06-132

**NOTICE OF JOB OPENING  
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS  
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, FL 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 05-19-2006 TO 05-25-2006,  
but will remain open until filled.

DEPARTMENT/DIVISION
<b>MANAGEMENT &amp; BUDGET</b>

POSITION AVAILABLE
<b>SENIOR BUDGET ANALYST</b>

# OF OPENINGS
<b>1</b>

STARTING SALARY
<b>\$43,576.42 /year</b>

COMMENTS
<b>Driving Position</b>

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

**JOB CODE 723**  
**PAY GRADE 22**  
**SALARY RANGE: \$43,576.42 - \$66,757.18**  
**SENIOR BUDGET ANALYST**

**MAJOR FUNCTION:** This is advanced level professional and supervisory work in the development, review and implementation of public agency budgets.

**KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:**

**Knowledge:** Good knowledge of public administration principles and practices and a thorough knowledge of public budget operations.

**Abilities:** Ability to communicate and establish effective working relationships with co-workers, departmental staff and the general public, both verbally and in writing. Ability to assume general responsibility for day-to-day budgetary operations; ability to exercise informed judgment in making decisions relating to the development and implementation of the budget; ability to provide technical and substantive direction to other staff members on budget operating matters.

**ESSENTIAL JOB FUNCTION:** Carries out and/or supervises all phases of the development and implementation of public agency budgets; assists in developing policy and may have primary responsibility for major phases of the budget process such as the establishment of budgetary accounts and preparation of budget documents; prepares analyses and reports as required; may assume responsibility for office operations in the absence of management staff and performs related duties as required.

**ESSENTIAL PHYSICAL SKILLS:** Use of both hands and fingers with dexterity. Good vision and hearing with or without correction. Occasional walking and frequent standing. Ability to lift occasionally 30 pounds.

**ENVIRONMENTAL CONDITION REQUIREMENTS:** Constant work inside the office in a sedentary posture.

**WORK HAZARDS:** Possible vision dysfunction due to heavy computer work.

**SAFETY EQUIPMENT USED OR NEEDED:** None.

**EDUCATION:** Graduation from an accredited four-year college or university and completion of the requirements for a masters degree in business or public administration.

**EXPERIENCE:** Two years of professional level experience in public budget management or equivalent experience.

**LICENSE, CERTIFICATION, OR REGISTRATION:** Florida Driver's License may be required.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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